

Connecticut General Assembly
JOB OPPORTUNITY
Legislative Analyst II
Connecticut Permanent Commission on the Status of Women

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

Open To: The Public

Location: Hartford

Hours: Full-Time

Salary: Minimum Starting Salary \$64,092

Closing Date: January 2, 2015

General Knowledge:

The Permanent Commission on the Status of Women (PCSW), the state's leading force for women's equality, seeks a Legislative Analyst to serve as legislative and policy director for the agency, reporting directly to the Executive Director. This position plays a central role in developing and analyzing policies and legislation for their effect on diverse populations of women, and communicating the agency's position to policymakers, partner organizations and constituent groups.

The PCSW was formed in 1973 under Sec. 46a of the Connecticut General Statutes to study and improve Connecticut women's economic security, health and safety; to promote consideration of qualified women to leadership positions; and to work toward the elimination of gender discrimination. As a non-partisan arm of the General Assembly the agency monitors, critiques and recommends changes to legislation to inform public policy, and assesses programs and practices in State agencies for their effect on the state's women. The PCSW serves as a liaison between government and its diverse constituents, and convenes stakeholders, including the business, non-profit and educational communities, local governments, and the media, in order to promote awareness of women's issues.

Our office is located across the street from the State Capitol building. We are a small, hardworking team of five full-time employees who are dedicated to the agency's mission.

Skills and Experience:

The Legislative Analyst's responsibilities include:

- Acting as the liaison between the PCSW and the General Assembly and Executive Branch agencies.
- Communicating regularly with and educating legislators and legislative staff, as well as representatives from the executive branch, and outside advocacy organizations regarding policy and legislation.

- Defining legislative and policy priorities, including identifying and researching emerging issues.
- Monitoring, researching and analyzing legislation before the General Assembly.
- Attending and monitoring relevant business of the General Assembly, including committee meetings, hearings and other legislative events.
- Writing and delivering testimony before legislative and administrative bodies.
- Preparing legislative and policy agendas and post-session legislative report.
- Representing PCSW on boards, commissions, task forces, working groups and coalitions, as well as occasionally convening, chairing and/or staffing such groups.
- Public speaking in the community.
- Conducting annual employment discrimination trainings.
- Providing support for all PCSW work (e.g. responding to constituent calls, supporting fellow staff in planning for events, conferences, forums, etc.).

Skills and Experience:

- Bachelor's degree in related field plus 2 years of experience or J.D. or Master's degree and one year experience in related field.
- Experience with the legislative process in Connecticut preferred, either in government or with a non-profit/for-profit in government relations.
- Experience with the Connecticut state budget and budget process a plus.
- Understanding of feminist theory and systemic gender discrimination, keeping abreast of issues emerging nationally with regard to women's rights, and commitment to PCSW mission and goals.
- Superior writing, verbal, analytical and research skills, including public speaking.
- Adaptable to different types of work and direction: ability to take direction and then work independently; willing to share responsibilities and work collaboratively with others; ability to think proactively and anticipate needs.
- Superior interpersonal skills.
- Comfort in appearing before legislative bodies and appearing on camera.
- Comfort in convening and running meetings.
- Must be able to work under pressure with tight deadlines and commit to long working hours at various points during the legislative session.

Application Instructions:

Send your resume, cover letter and brief writing sample to the Permanent Commission on the Status of Women, 18-20 Trinity Street, Hartford, CT 06016 or email to pcswemployment@cga.ct.gov.

Applications must be received by January 2, 2015.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.